

JOB POSTING

CITY OF WARSAW – PARKS & RECREATION

An Equal Opportunity Employer

Posting Closing Date: Until Filled

Applying/Application Directions: *Interested candidates must submit an Employment Application to Human Resources for consideration. A Resume' may be attached to the Employment Application to further detail your experience/training and knowledge, but cannot take the place of application and will not be considered for position alone.*

POSITION: RECREATION DIRECTOR
WORK SCHEDULE: 7:00 AM – 4:00 PM, M-F, or as scheduled
JOB CATERGORY: PAT (Professional, Administrative, Technological)
Date Posted: 5/27/2014 **Status:** FULL-TIME **FLSA Status:** NON-EXEMPT

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Warsaw provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as **Recreation Director** for the Parks & Recreation Department, responsible for planning, promoting, implementing, evaluating and supervising seasonal department recreation programs including Lifeguard/Aquatics personnel, Greenway Project, and coordination maintenance needs with Maintenance Director and personnel.

Duties: Supervises and directs assigned personnel and volunteers, assists in interviewing applicants, makes hiring recommendations when needed, makes work assignments, evaluates assigned staff performance, and provides training and corrective instruction. Plans and implements diversified recreation programs, assessing citizen needs/interests, developing long-range plans with related local, state, regional and federal agencies/individuals, supervising activities, soliciting/utilizing volunteers, evaluating programs, and recommending new programs/activities as appropriate. Oversees the Greenway Committee and plans long-range plans, works with other departments for the planning and expanding of project. Promotes recreation programs and activities including the Greenway, by preparing and disseminating press releases, brochures and flyers, and periodically making speaking presentations to community organizations. Maintains various detailed records as required, such as activity schedules, participation/attendance, accidents/injuries, and problems/incidents. Compiles and submits reports as required. Responds to public complaints and inquiries, works with Maintenance Director providing information and resolving problems as requested. Administers recreation budget, including authorizing expenditures and maintaining detailed financial records. Assists Superintendent in preparing annual department budget, including projecting payroll and other needs, and estimating individual event/program costs. Maintains current knowledge of trends and developments in the recreation field, including reading professional publications and periodically attending seminars. Assists in securing private funding, including preparing, submitting and administering, local, state and federal grants as directed, including maintaining detailed records, preparing and submitting reports, and communicating with funding agencies. Works closely with other department personnel in coordinating activities and maintenance functions, and in preparing facilities for department and public program activities, including the Greenway. Represents department at various board/commission meetings, such as Greenway Committee, BPR and BOW, and City Council, reporting and responding to inquiries as requested. Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, and apply OSHA / IOSHA safety regulations applicable to work performed, drug-free workplace, and personal conduct. May perform duties of Superintendent and Maintenance Director when required. Must pass drug and or alcohol test and adhere to policy. Serves on 24-hour call for emergencies. Performs related duties as assigned.

Education/Skills & Knowledge: Associate Degree in parks and recreation, physical education or related area, or equivalent combination of education and experience; Bachelor Degree preferred or certification in Parks and Recreation preferred. Thorough knowledge of and ability to make practical application of principles and practices of recreation program management, OSHA / IOSHA, City and department policies and procedures, including first aid, CPR, and bloodborne pathogens control. Ability to supervise and direct assigned personnel and volunteers, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, and providing training and corrective instruction. Ability to effectively communicate orally and in writing with co-workers, volunteers, related local, state, regional and federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to maintain accurate records, prepare detailed reports, and properly operate various office equipment, such as computer, printer, fax machine, and telephone. Ability to understand and follow written and oral instructions, plan and layout work projects, and work alone and with others in a team environment with minimum direct supervision. Ability to work on several tasks at the same time and complete them effectively amidst frequent distractions and interruptions. Ability to make simple arithmetic additions and subtractions, and assist in preparing and administering department budget. Ability to physically perform assigned duties, including sitting and/or standing/walking for long periods, pushing/pulling /lifting/carrying objects weighing less than 25 pounds, bending, reaching, handling/ grasping/ fingering objects, and close and far vision. Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.